

**COUNTY OF LOS ANGELES
invites applications for the position of:**



**PRINCIPAL STAFF
ANALYST, COMMISSION
SERVICES, COUNTYWIDE
CRIMINAL JUSTICE
COORDINATION
COMMITTEE**

SALARY: \$7,115.73 - \$9,333.00 Monthly
\$85,388.76 - \$111,996.00 Annually

**OPENING
DATE:** 09/22/15

**CLOSING
DATE:** Continuous

**POSITION/PROGRAM INFORMATION:
BOARD OF SUPERVISORS EXECUTIVE OFFICE**

FIRST DAY OF FILING

9/23/2015

Until the needs of the service are met and is subject to closure without prior notice.

EXAM NUMBER

H0961D

TYPE OF RECRUITMENT

Open Competitive

DEFINITION:

Assists in the management and administration of broad program areas and the operations and activities of professional staff providing support services to the Executive Director, Countywide Criminal Justice Coordination Committee (CCJCC), Executive Office of the Board of Supervisors; and conducts or leads

the most complex, difficult, and highly specialized assignments and research related studies that have Countywide impact and are highly sensitive.

CLASSIFICATION STANDARDS:

Positions allocable to this class function as the highest-level planning analyst and report to the Executive Director, CCJCC, Executive Office of the Board of Supervisors. Positions are responsible for providing assistance in the management and administration of program operations and the work activities of planning analysts providing technical support and guidance to the CCJCC. Positions also have responsibility for conducting or leading the most complex, difficult, and highly specialized assignments and studies that involve a greater level of facilitation and coordination between diverse commissions, committees, and sub-committees. At this level, assignments have major impact on broad program areas, planning and priority setting objectives and goals, activities, operations, and evaluations. This responsibility includes conducting large and highly complex studies, analyzing and developing findings, and providing or presenting recommendations or solutions relating to programs, policies and procedures, planning and evaluation, assessment, administration, and other related areas specific to the CCJCC.

ESSENTIAL JOB FUNCTIONS:

Assists in the administration and management of programs and operations and the evaluation of work activities of professional staff providing technical guidance and support to the CCJCC in the Executive Office of the Board of Supervisors.

Assists in the development and implementation of multi-agency strategic plans, policy initiatives, special programs and pilot projects to improve effectiveness and efficiency of CCJCC's operations, activities, and systems.

Designs, modifies, and recommends new or existing programs, methods, policies and procedures for CCJCC's operations, activities, projects, and assignments.

Conducts highly specialized and complex studies and develops findings and recommendations utilizing investigative, research, or data analysis for comprehensive planning of services and activities, priority setting, and resource allocations.

Establishes systems and methods of information and data collection, research designs and techniques; prepares and maintains data and statistical records related to assigned specific areas of study.

Complies, analyzes, and prepares data required for commission directives, planning, and evaluates activities; evaluate criminal justice related trends;

and develops recommendations based on analysis and evaluation of findings.

Oversees the collection of field data and information on criminal justice related issues for use in planning and evaluation of related studies; maintains and updates statistical records and reports for ongoing trend analysis.

Provides information and recommendations to commission and committee members, executive directors, Board of Supervisors, County departments, and other agency representatives based on conducted research studies and analysis of information or data.

Produces reports and makes oral presentations to the commission, committees, community groups and other agencies to explain study or project results, statistical summaries and findings.

Communicates with other professionals to coordinate activities, exchange information and resolve technical issues or concerns related to criminal justice planning and evaluation activities.

Provides leadership and support for the development of legislative proposals and strategies to enhance the specific areas of interest of the commission or committee served.

Attends meetings of the commission, committees, and workgroups and participates in discussion and formulation of recommendations to the Board of Supervisors.

REQUIREMENTS:

SELECTION REQUIREMENTS:

Option 1: A Bachelor's Degree from a four year accredited college or university in the field of Social Science, Political Science, Business Administration, criminal justice or a related field* AND Three years experience in a criminal justice related field planning and/or conducting studies, analyzing, and researching a variety of highly complex issues**, providing professional and technical guidance and advice; two years' of which must have been at the level of the County of Los Angeles class of Senior Staff Analyst, Commission Services***.

Option 2: A Juris Doctorate or Master's Degree from an accredited college or university in Social Science, Political Science, Business Administration, Criminal Justice or a related field* may be substituted for one year of the required job experience related to highly complex issues**, providing professional and technical guidance and advice.

LICENSE:

A valid California Class C Driver License or the ability to utilize an alternative

method of transportation when needed to carry out job-related essential functions.

PHYSICAL CLASS:

2 - Light.

Special Requirement Information:

****Highly complex** is defined as: A significantly greater degree of originality, innovation, critical thinking, resourcefulness, and conceptualization required to perform the task.

*****At the level of Senior Staff Analyst, Commission Services** is defined as: Conducts studies, analyses, and researches a variety of the more complex, difficult, and sensitive program areas for commissions or committees within the Executive Office of the Board of Supervisors and makes recommendations for their solutions; provides professional and technical guidance to commission or committee members.

DESIRABLE QUALIFICATIONS:

- Experience with law enforcement, public safety agencies or other organizations involving issues related to criminal-justice.
- Experience designing, implementing, evaluating or securing funds for criminal justice-related programs such as initiatives to enhance public safety efforts, victims of crime, improvement to criminal justice operations or rehabilitative services to criminal offenders.
- Experience with grant or report preparation for a large group, committee or organization.

ADDITIONAL INFORMATION:**EXAMINATION CONTENT:**

THIS EXAMINATION WILL CONSIST OF:

An evaluation of Experience based on application information weighted 100%. Each candidates' background will be evaluated on the basis of information provided on his/her County of Los Angeles Employment Application and Supplemental Information Questionnaire that pertains to the areas of SELECTION REQUIREMENTS and DESIRABLE QUALIFICATIONS to determine the level and scope of the candidate's job preparation for this position.

Candidates must achieve a passing score of 70% or higher on each weighted part of the examination in order to be placed on the register.

ELIGIBILITY INFORMATION:

The names of candidates receiving a passing grade in the examination will be placed on a register in the order of their score group for a period of twelve (12) months following the date of promulgation.

Applications will be processed on an as-received basis and promulgated to the register accordingly.

NO PERSON MAY COMPETE FOR THE IS EXAMINATION MORE THAN ONCE EVERY 12 MONTHS.

VACANCY INFORMATION:

The resulting register for this examination will be used to fill a vacancy in the Executive Office of the Board of Supervisors, Countywide Criminal Justice Coordination Committee (CCJCC).

AVAILABLE SHIFT:

Any

APPLICATION AND FILING INFORMATION:

Applications must be filed online only. Applications submitted by U.S. Mail, Fax, or in person will not be accepted.

We must receive your application by 5:00 pm, PST, on the last day of filing.

Apply online by clicking on the "Apply" tab for this posting. You can also track the status of your application using this web site.

All information is subject to verification. We may reject your application at any time during the examination and hiring process, including after appointment has been made. Falsification of any information may result in disqualification or rescission of appointment.

Fill out your application completely. The acceptance of your application depends on whether you have clearly shown that you meet the *Selection Requirements*. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed, and salary earned. If your application is incomplete, it will be rejected.

*In order to receive credit for any college course work, or any type of college degree, such as Bachelor, or Master degree, you must include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization; or official certificates with your application, with your application at the time of filing, or within 15

calendar days of filing.

SOCIAL SECURITY NUMBER: All applications *must* enter a valid social security number at the time of filing. Entering anything other than a valid social security number (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES: For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

NO SHARING OF USER ID AND PASSWORD: All applicants must file their application online using their *own* user ID and password. Using a family member's or friend's user ID and password may erase a candidate's original application record.

ADA COORDINATOR PHONE:

(213) 974-1421

TELETYPE PHONE:

(213) 974-1707

CALIFORNIA RELAY SERVICES PHONE:

(800) 735-2922

DEPARTMENT CONTACT NAME:

Hector Moreno, Exam Analyst

(213) 974-1421

hmoreno@bos.lacounty.gov

COUNTY OF LOS ANGELES
Employment Information

Any language contained in the job posting supersedes any language contained below.

Your Responsibilities:

1. Completing Your Application:

a. Before submission of the application, it is your responsibility to ensure that all information provided is the correct and complete on the application. Incomplete applications cannot be accepted.

b. Please list separately the PAYROLL TITLE for each job. Do not group your experience. Specify the beginning and ending dates for each job. If you are a County employee and have been promoted, do NOT list all of your time with the County under your present payroll title.

c. Your Social Security Number must be included for record control purposes. Federal law requires that all employed persons have a Social Security Number.

d. To receive APPROPRIATE CREDIT, include a copy of

Social Security Act of 2004: Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires

State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1,

2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement.

For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or

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your diploma, transcript, certificate, or license as directed contact a local Social Security office.
on the job posting.

2. Minimum or Selection Requirements are listed in the job posting.

a. YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY SHOWS YOU MEET THESE REQUIREMENTS. The information you give will determine your eligibility and is subject to verification at any time.

b. You must be at least 16 years of age at the time of appointment unless other age limits are stated on the job posting. The Federal Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.

c. Your experience may be paid or unpaid unless the job posting states otherwise. Experience is evaluated on the basis of a verifiable 40-hour week.

3. Application Deadline:

a. All job applications must be completed and submitted by the last day of the filing period and closing time indicated on the job posting. Job postings with an open continuous filing period are subject to closure without prior notice. It is to your advantage to file your application early and not wait until the last allowable date and time as you will not be able to apply once the filing period has closed.

b. Applications for positions designated "Apply in Person" must be filed in person at the address provided on the job posting.

4. Change of Name or Address:

To change personal information such as your name or address, log into your profile and make the necessary change. This can be done at any time.

5. Promotional Examinations:

a. Some of your experience may have been in a position in which such work is not typically performed. If such experience is permitted as indicated on the job posting, a signed Verification of Experience Letter (VOEL) signed by your department's Human Resources Office must be attached to your application unless otherwise stated on the job posting.

b. If indicated on the job posting, permanent employees who have COMPLETED THEIR INITIAL PROBATIONARY PERIOD AND HOLD A QUALIFYING PAYROLL TITLE may file for promotional examinations if they are within six months of meeting the experience requirements by the last day of filing or at the time of filing for open continuous exams.

6. Equal Employment Opportunity/Non-Discrimination Policy:

a. It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, color, religion, sex, national origin, age, sexual orientation or disability.

b. If you require material in an ALTERNATE FORMAT or are an individual requesting REASONABLE ACCOMMODATION(S) in the examination process for a physical or mental disability, please CONTACT THE AMERICANS WITH DISABILITIES ACT (ADA)

Record of Convictions: As part of the selection process you may be required to complete and submit a Candidate Conviction History Questionnaire (CCHQ). PLEASE DO NOT SUBMIT THE CCHQ WITH YOUR APPLICATION, unless instructed to do so. A full disclosure of all convictions is required, when requested. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.

For more information regarding convictions that are not subject to disclosure, please refer to the CCHQ from the link below:

http://file.lacounty.gov/dhr/CCHO_2014.pdf

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator. Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number on the job posting. The County will attempt to meet reasonable accommodation requests whenever possible.

Veteran's Credit: In all open competitive examinations, a veteran's credit of 10 percent of the total credits specified for such examinations will be added to the final passing grade of an honorably discharged veteran who served in the Armed Forces of the United States under any of the following conditions: During a declared war; -or- During the period April 28, 1952 through July 1, 1955; -or- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; -or- During the Gulf War from August 2, 1990 through January 2, 1992; -or- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on August 31, 2010 the last day of Operation Iraqi Freedom; -or- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti qualifies for credit.

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980 (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty.

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COORDINATOR LISTED ON THE JOB POSTING. The This also applies to the spouse of such person who, while provision of reasonable accommodation may be subject engaged in such service was wounded, disabled or crippled to verification of disability as allowable with State and and thereby permanently prevented from engaging in any Federal law. All disability-related information will remain remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. confidential. A DD214, Certificate of Discharge or Separation from Active

Disclaimer: The County of Los Angeles is not responsible Duty, or other official documents issued by the branch of or in any way liable for any computer hardware or service are required as verification of eligibility for Veterans software malfunction which may affect the employment preference. Applicants must submit the documentation for application or the application selection process. each open competitive exam to qualify for veteran's credit.

You assume all responsibility and risk for the use of this **Employment Eligibility Information:** Final appointment is system and the Internet generally. This system and the contingent upon verification of U.S. citizenship or the right to information provided on it are provided on an "as is" and work in the United States. Immigration law provides that all "as available" basis without warranties of any kind, either persons hired after November 6, 1986, are required to present express or implied. No advice or information given by the original documents to the County, within three (3) business County of Los Angeles or its respective employees shall days of hiring, which show satisfactory proof of: 1) identity modify the foregoing or create any warranty. and 2) U.S. employment eligibility.

The County of Los Angeles expressly disclaims any **Los Angeles County Child Support Compliance Program:** In an effort to improve compliance with court-ordered child, warranty that the information on this system or on the Internet generally will be uninterrupted or error free or family and spousal support obligations, certain employment that any information, software or other material and identification information (i.e., name, address, Social accessible from the system is free of viruses or other Security number and date of hire) is regularly reported to the harmful components. You shall have no recourse against State Directory of New Hires which may assist in locating the County of Los Angeles as the system provider for any persons who owe these obligations. Family Code Section alleged or actual infringement of any proprietary rights a 17512 permits under certain circumstances for additional user may have in anything posted or retrieved on our employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

The County of Los Angeles shall not be liable for any direct, indirect, punitive, incidental, special or **The California Fair Employment and Housing Act** (Part consequential damages arising out of or in any way 2.8 commencing with Section 12900 of Division 3 of Title 2 of connected with the use of this system or with the delay the Government Code) and the Regulations of the Fair or inability to use it (or any linked sites), or for any Employment and Housing Commission (California Code of information obtained through this system, or otherwise Regulations, Title 2, Division 4, Sections 7285.0 through arising out of the use of this system, the Internet 8504) prohibits employment discrimination based on race or color; religion; national origin or ancestry, physical disability; mental disability or medical condition; marital status; sex or

NOTE: Your application is submitted using Secure sexual orientation; age, with respect to persons over the age Encryption to ensure the privacy of all information you of 40; and pregnancy, childbirth, or related medical transmit over the Internet. conditions.

By accepting the Use Disclaimer set forth here, you agree **Test Preparation:** Study guides and other test preparation to all of the above terms and further agree to use this resources may be accessed through the Department of Human Online Job Employment Application System only for the Resources website at: <http://dhr.lacounty.info> and clicking on submission of bona fide employment applications to the Job Information Center, then clicking on Employment Test County of Los Angeles. Any other use of this Online Job Preparation. Additional test preparation resources may be Employment Application System, including without listed on the job posting.

limitation any copying, downloading, translation, decompiling, or reverse engineering of the system, data, **Accreditation Information:** Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities or related software, shall be a violation of the Use Disclaimer.

Benefit Information: Depending on the position, the and Colleges and International Handbook of Universities are successful candidate will enroll in a contributory defined acceptable references. Also acceptable, if appropriate, are benefit pension plan if the candidate is a new degrees that have been evaluated and deemed to be member of the County's defined benefit plan equivalent to degrees from United States accredited (LACERA) on or after January 1, 2013 (first employed by institutions by an academic credential evaluation agency the County on or after December 1, 2012) unless she recognized by The National Association of Credential or he established reciprocity with another public Evaluation Services or the Association of International retirement system in which she or he was a member Credential Evaluators, Inc. (AICE). before January 1, 2013. It should be noted that County

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employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://hr.lacounty.gov>

Los Angeles, CA 90010

Position #H0961D

PRINCIPAL STAFF ANALYST, COMMISSION
SERVICES, COUNTYWIDE CRIMINAL JUSTICE
COORDINATION COMMITTEE
HM

**PRINCIPAL STAFF ANALYST, COMMISSION SERVICES, COUNTYWIDE
CRIMINAL JUSTICE COORDINATION COMMITTEE Supplemental
Questionnaire**

- * 1. Describe your experience including position title, level of responsibility, and years of experience working with law enforcement, public safety agencies or other organizations involving issues related to criminal justice? If you don't have experience related to this question, please note not applicable (N/A) in your response.

- * 2. List and provide details of your experience (including years of experience and task performed) designing, implementing or evaluating criminal justice-related programs (such as initiatives to enhance public safety efforts, victims of crime, improvement to criminal justice operations or rehabilitative services to criminal offenders)? What did the programs or initiatives accomplish? If you don't have experience related to this question, please note not applicable (N/A) in your response.

- * 3. List and provide details to the type and number of grants or reports that you have prepared for a large group, committee or organization. What type of information did you provide, and what were you attempting to accomplish/obtain with the grant/report? If you don't have experience related to this question, please note not applicable (N/A) in your response.

* Required Question